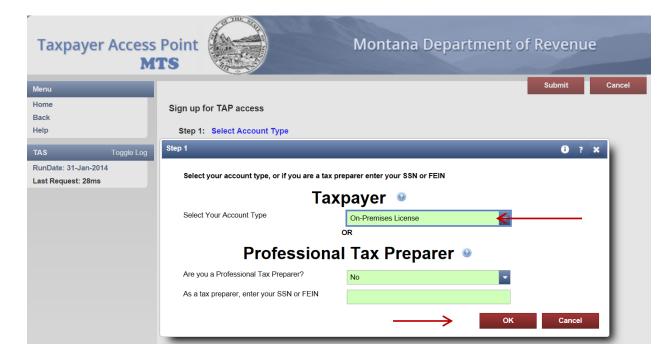
Instructions for how to create a Taxpayer Access Point (TAP) Account for your existing Liquor and/or Gambling Account:

- At the Taxpayer Access Point web page enter a Username and Password
- Select "Sign Up Now"



- Complete "Step 1" by selecting your account type from the drop down list. For an existing liquor license account you will choose: "ON-PREMISE LICENSE." For an existing gambling license account you will choose: "GAMBLING OPERATOR."
- Click "OK"

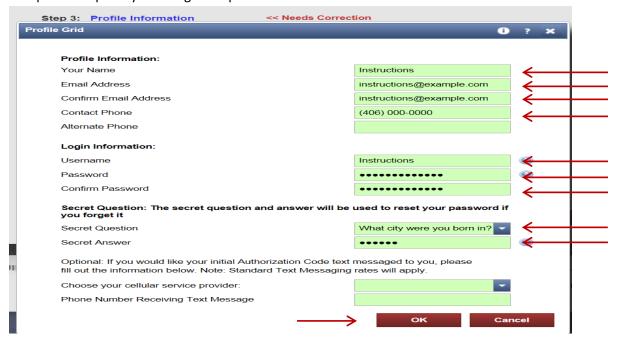


- Complete "Step 2" by entering all required information.
 - The "Account ID" is the account number assigned to your license by Liquor and/or Gambling. Please contact Liquor or Gambling Control for this ID if you do not have it OR this information can be found in

the upper right corner of any letters you may have received from either department. Liquor Account (XXXXXXX-XXX-ONP) Gambling Account (XXXXXXX-XXX-GOA)



- Click "OK"
- Complete "Step 3" by entering all required information.



- Click "OK"
- Complete "Step 4" by clicking "Submit"

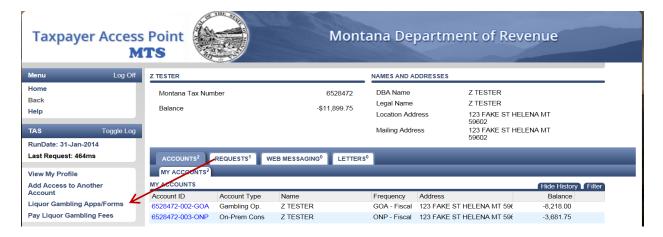


After submitting the information you should receive a "Confirmation" stating you will be emailed an authorization code that you will need to use to login to your account for the first time.

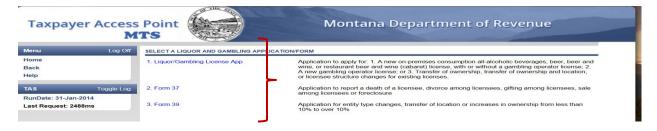
 Once you have received your authorization code you will need to enter your Username, Password and Authorization Code.



- Click on "Login"
- Once logged in to the account on the left hand side of the screen, click on "LIQUOR GAMBLING APPS/FORMS"



• Select the application or form from the options listed



The program will walk you through the appropriate questions based on the type of license you are applying for. You will be required to electronically attach supporting documents to the application prior to submitting.